



State of Connecticut
JOB POSTING

Department of Development Services – North Region
JOB OPPORTUNITY
Head Nurse

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: **Public**

Position: Head Nurse Full-Time 70 Hours Bi-Weekly

Location: Harford Regional Center, Newington, CT 06111

Job Posting No: **18599**

Hours: **3rd Shift**

Week One: Saturday, Sunday: 11:15pm-6:15am, Monday, Tuesday: 10:15pm-6:15am,
Thursday: 10:15pm-6:15am, Regular Days Off: Wednesday and Friday

Week Two: Monday: 10:15pm – 6:15am, Tuesday, Wednesday: 11:15pm – 6:15am,
Thursday: 10:15pm – 6:15am, Regular Days Off: Friday, Saturday and Sunday

Salary: \$60,862 to \$82,411 Annual, New to State Service start at \$60,862

Closing Date: **November 2, 2015**

Examples of Duties: Incumbent works under the general direction from a Supervising Nurse or an employee of a higher grade. Supervises and or leads professional and para professional employees and other staff as assigned. Independently develops, implements and evaluates nursing and/or health care plans; provides nursing consultation in the assigned specialty program; conducts nursing assessments; provides admission and discharge nursing assessments including plans for continuing care; maintains records and makes reports; provides for nursing services to comply with ICF regulations, DDS policy and regulation and RN Quality Job Performance Standards; maintains records of stored and secured medications; ensures controlled drugs are properly stored, administered and ordered; independently manages and provides direct care to patients/consumers; participates as a member of an interdisciplinary team in the assessment, development, implementation and evaluation of patient/consumer treatment or health care plans; may manage an assigned caseload of other appropriate clinical activities; provides clinical direction and/or training to staff in individual, group and family service delivery programs; may provide in-service training to nursing and paraprofessional staff with regard to signs and symptoms of illness, dysfunction, injury and prevention of same; may conduct patient/client centered conferences with nursing personnel; may consult with and make recommendations to physicians concerning health needs; may make recommendations on policies or standards; may prepare reports or correspondence. Incumbent provides shift to shift communication with nursing and residential staff. Attends meetings pertaining to individual consumer care and nurses meetings. Other duties as indicated.

Knowledge, Skills and Abilities:

Considerable knowledge of and ability to independently apply nursing principles, techniques and standards; considerable knowledge of specialized patient/client care applicable to nursing assignment; considerable knowledge of medications, their actions, interactions, uses and side effects; knowledge of general and mental health conditions and treatment interventions through utilization of assessment, nursing diagnosis, outcome identification, health planning, implementation and re-evaluation; knowledge of adult learning and family systems theory; knowledge of and sensitivity to cultural and socio-economic differences; considerable interpersonal skills; oral and written communication skills; ability to establish

and maintain collaborative relationships with other professionals, community resources and providers; ability to act as a role model to health care staff; supervisory ability.

Experience and Training

Two years of experience as a Registered Professional Nurse. A Bachelor's degree in Nursing may be substituted for one (1) year of the experience.

Special Requirements

- Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut.
- Incumbents in this class may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.
- Incumbents in this class maybe required to travel.
- Must be current in or have the ability to successfully complete all DDS required training including BLS.
- Candidate must have and retain a valid Motor Vehicle License.
- Proficiency with computer programs such as Outlook, Excel and Word.
- Strong written and verbal communication skills.

Working Conditions:

Incumbents in this class may be required to lift and restrain patients/consumers; may have significant exposure to communicable and/or infectious diseases and to risk of injury from assaultive and/or abusive consumers and may be exposed to strongly disagreeable conditions.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of professional reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

**Separate applications must be submitted with every job posting
Incomplete applications materials will not be considered**

Application materials can be emailed, faxed or mailed to:

**Department of Developmental Services North Region
Human Resources
155 Founders Plaza/255 Pitkin Street-2nd Floor
East Hartford, CT 06108
Attn: Recruiter**

Email: DDS.NR.Recruiting@ct.gov Fax: (860) 706-1420 Phone: (860) 263-2623

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.